

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 2	Number 4	Effective Date 12/18/09	Review Date 2012
Subject REASSIGNMENT POLICY			☐ New Order ☒ Replaces <i>G.O. 2-4, (10/29/09)</i>
References City of Richmond Personnel Rules VLEPSC ADM.07.02, OPR.01.07, PER.03.06, PER.09.02, and TRN.02.03 CALEA 33.8.2, 41.1.1a, 41.1.1b, 41.1.1c, 41.1.1d, 41.1.1e			
 _____ Chief of Police or Designee		12/18/09 _____ Date	

I. PURPOSE

The purpose of this order is to establish reassignment procedures for the Richmond Police Department.

II. POLICY

It shall be the policy of the Richmond Police Department that personnel reassignments be impartial and in the Department's best interest. Upon reassignment, all personnel shall receive specific skill development training. Involuntary reassignments are exempt from the following procedure and shall be governed by the City of Richmond's Personnel Rules.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. OPERATION/SERVICE – Organization within the Police Department headed by a Major or civilian equivalent.
- B. DIVISION – Organization within the Police Department headed by a Captain or Civilian equivalent.
- C. UNIT – Organization within the Police Department headed by a Lieutenant or Civilian manager.
- D. TEAM – Organization within the Police Department headed by a Sergeant or

Civilian equivalent supervisor.

E. REASSIGNMENTS – The movement of an employee from one assignment to another.

F. SPECIAL ASSIGNMENTS – Non-patrol assignments.

V. PROCEDURE

A. Eligibility Criteria and Process When Requesting Re-Assignment:

Employees must have at least one (1) year of service in their current assignment before requesting reassignment; however, under certain circumstances, the Chief of Police or designee may approve a voluntary request for reassignment before completion of one (1) year of service or anytime it could benefit the Department.

1. Medical Exception: Employees, who encounter medical conditions, after being reassigned, will be exempt from this rule (Examples: allergies that develop in K-9 or Mounted units, et cetera).

2. Extenuating Circumstances Exception: Employees who encounter unexpected and/or extenuating personal circumstances must detail the reasons why circumstances prohibit him/her from working in his/her current assignment. Circumstances must be unexpected, extraordinary and/or unusual in nature. Unfortunate life events, such as divorce, childcare concerns or educational pursuits will not be considered for this exception. Employees shall check the extenuating circumstance box on the Request for Reassignment Form (PD-15). In addition, the employee must attach a memorandum detailing the reasons for a hardship reassignment.

B. Employees shall have received an Overall Performance Rating of “Meets Expectation” or greater in their current position before being considered for reassignment.

C. Any employee desiring a reassignment shall submit a resume and Part I of the Request for Reassignment (PD-15) to his/her first line (immediate) supervisor. The first line supervisor will complete Part II of the Request for Reassignment Form (PD-15) and forward the complete package through channels to the Designated Division Captain or Commander.

D. Resumes should highlight an employee’s personal and professional accomplishments, detail the employee’s previous assignments, responsibilities and previous training; and, include any other relevant information.

E. Sector bidding process – Officers assigned to sectors are allowed to bid on vacant positions within the sectors.

1. Bidding for sector shifts within precincts will begin each October with the final bid list completed by December 1st of each year. The bid list will remain valid for one year. The movement of officers will occur within the first two weeks of every January based upon the payroll cycle. (This will also allow the officer to have 30 days to prepare for a schedule change).

2. Only those officers wishing to move to a vacancy are required to submit an inter-office memo to their Commander. Officers should use “Shift/Precinct Bid” as the subject line of the memo.
 3. Precinct Seniority – An officer *or supervisor* will not have seniority within a precinct until assigned to that precinct for a period of nine months. When breaks in service have occurred, the latest date of hire will be used to determine seniority. ***Seniority will be based upon the following:***
 - a) ***Sergeants – by the date of appointment to that particular rank. If two or more employees have the same date of appointment, then the date of hire shall be used.***
 - b) Police ***Officers/Detectives*** – by the date of ***appointment as a Police Officer***. ***If two or more employees have the same date of hire, then the lowest code number shall be used.***
 - c) ***Civilian (Non-supervisory) – by the date of employment with the Police Department.***
 4. Precinct seniority will be used to establish bid lists within the precincts. Precinct Commanders may temporarily fill a vacancy during the year as a result of injuries, retirements, etc.
 5. Final decisions regarding the reassignment of officers pursuant to the sector bidding process lies with the Precinct Commander.
 6. An officer cannot be removed from his/her current position except for prior approval by the Chief of Police or designee.
- F. Cross Sector/Precinct bidding process – Bidding for reassignment across sectors and precincts will occur every two years beginning in October 2010.
1. The bid lists will be completed by December 1st of the appropriate year and will remain valid for two years.
 2. Precinct Commanders or Area Majors may temporarily fill a vacancy during the year as a result of injuries, retirements, etc.
 3. Officers requesting reassignment across sectors within a precinct shall submit an inter-office memo through channels with “Shift/Precinct Bid” as the subject line of the memo to the appropriate Precinct Commander.
 4. Officers requesting reassignment across precincts shall complete and submit part I of the PD-15 and a resume through channels to the appropriate requested Precinct Commander up through the Assistant Chief of Police.
- G. Submission of the Personnel Memo Information Form (PD-162):
1. Division or Unit Commanders shall submit approved reassignments within their division or unit to the Personnel and Recruitment Division. Commanders should email Personnel Memo Information Forms (PD-162)

to: police.personnel@richmondgov.com by 12 noon on the Wednesday prior to the effective date of reassignment.

2. Majors and/or Commanders shall ensure submission of approved PD-162 to the Personnel and Recruitment Division via email to: police.personnel@richmondgov.com by 12 noon on Wednesdays.
3. OIC of the Personnel and Recruitment Division or designee shall compile all complete Personnel Memo Information Forms.

VI. ROLES AND ACCOUNTABILITY

A. Employees considering reassignment shall:

1. Have at least one (1) year of service in their current assignment before requesting reassignment, unless approved by the Chief of Police or designee;
2. Have received an Overall Performance Rating of “Meets Expectation” or greater in their current position; and,
3. Complete the appropriate paperwork requested of the reassignment.

B. First line (immediate) supervisor shall:

1. Complete Part II of the Request for Reassignment form (PD-15); and,
2. Forward completed reassignment package through channels.

C. *Employee Seniority shall be based upon the following:*

1. *Sergeants – by the date of appointment to that particular rank. If two or more employees have the same date of appointment, then the date of hire shall be used.*
2. *Police Officers/Detectives – by the date of appointment as a Police Officer. If two or more employees have the same date of hire, then the lowest code number shall be used.*
3. *Civilian (Non-supervisory) – by the date of employment with the Police Department.*

D. Major or Commander shall: (Applicable to personnel they receive.)

Ensure submission of approved Personnel Memo Information Forms (PD-162) to the Personnel and Recruitment Division via email to: police.personnel@richmondgov.com by 12 noon on Wednesdays.

E. OIC of the Personnel and Recruitment Division or designee shall:

1. Be responsible for the direction and coordination of all personnel actions to support the processes outlined in this policy;

2. Ensure that the Personnel staff maintains all personnel records and documents necessary to support the reassignment process; and,
3. Compile all complete Personnel Memo Information Forms.

F. Division or Unit Commanders shall:

Submit approved reassignments within their division or unit to the Personnel and Recruitment Division. Commanders should email Personnel Memo Information Forms (PD-162) to: police.personnel@richmondgov.com by 12 noon on the Wednesday prior to the effective date of reassignment.

G. Chief of Police or designee shall:

Have final authority to approve/deny both voluntary and involuntary reassignments of all personnel within the Police Department.

VII. FORMS

- A. PD-15, Request for Reassignment
- B. PD-162, Personnel Memo Information Form